

**NON-MANAGEMENT JOB DESCRIPTION
POINT RATING EVALUATION PLAN**

Working Title Senior Purchasing Officer		Name	
Position Number	Reports to Position No., Class & Level g	Division, Branch/Unit rp	Ministry Service Alberta
Present Class		Requested Class	
Dept ID	Program Code	Project Code (if applicable)	

PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

The Senior Purchasing Officer acquires the goods valued over \$10,000 and associated services on behalf of Government of Alberta departments, in accordance with the Department's Mandate as defined in the Government of Alberta Direct Purchase Regulation and Direct Purchase Administrative Practices. Ensures that the procurement process is managed professionally, fairly and equitably while maximizing the benefits to the Government of Alberta and conforming to applicable trade agreements. Establishes supply agreements and provides direction, assistance and consultative expertise to departments. Participates in the Corporate Purchasing Section Mentoring Program as a mentor to develop the skills in new Purchasing Officers.

RESPONSIBILITIES AND ACTIVITIES: The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

1. Acquire goods and associated services in accordance with the Government Organization Act (Schedule 11), Business Plan, regulations, policies and procedures, and applicable trade agreements and, ensure the procurement process is conducted fairly, equitably, and transparently; departments' requirements are clearly defined; and departments receive the right goods and associated services at competitive prices in a timely fashion.

Activities:

- Develops complex documents such as Request for Proposals (RFPs) and lease agreements.
- Develops detailed requirements, solicitation documents and evaluation plans in conjunction with departments.
- Recaps and performs detailed evaluation (including specification verification and manufacturer's authorization) of vendor responses in conjunction with departments (if required) to ensure compliance.
- Makes recommendations for contract awards, creates resulting contracts, and obtains contract approval at the appropriate level.
- Responds to inquiries regarding the procurement process from clients/vendors.
- Develops and issues purchase orders and negotiates contracts with vendors.
- Works with departments and vendors to ensure goods and associated services are provided in accordance with the contract terms and conditions.
- Maintains records and file documentation for audit purposes.
- Provides consultative services requiring higher levels of knowledge and skills to departments

<p>2. Establishes supply arrangements i.e. government wide standing offers and blanket contracts for frequently purchased items within established policy and procedures, enabling departments to order goods directly from vendors at pre-established prices and terms and conditions as a result of the tendering process (see Item 1).</p> <p>Activities:</p> <ul style="list-style-type: none">• Liaises with departments to determine their ongoing repetitive contract requirements.• Gathers product information from the marketplace.• Ensures pricing, product information and contract terms and conditions are current and available via the contract and the 1GX Purchasing Catalogue to enable departments to manage their contract purchases effectively.• Makes recommendations for standing offer and blanket contract awards, creates resulting contracts, and obtains contract approval at the appropriate level.• Maintains contracts including monitoring contract usage (obtains usage information, analyzes usage to determine trends), monitors vendor performance, and implements contract renewals with no lapses.• Implements price and item changes, and obtains, monitors, reviews, and approves uploads of resulting contract changes to 1GX.• Creates documents and notices for posting on the XNet Site to keep all of GoA updated and informed of new standing offer contracts, terminating contracts, requests for information, and other information pertinent to standing offers.• Responds to enquiries from GoA departments, ABCs and MASH sector regarding government wide standing offers and blanket contracts.• Confers with vendors regarding general contract terms and specifications.• Tracks and reports on savings
<p>3. Provide direction, assistance, and consultative expertise to departments enabling them to define their requirements for tendering purposes and to purchase goods and services in accordance with the Direct Purchase Regulation (Regulation) and associated Administrative Practices (Practices) in support of enhancing customer satisfaction.</p> <p>Activities:</p> <ul style="list-style-type: none">• Responds to inquiries regarding interpretation of the Regulation and Practices.• Assists with the interpretation of the Procurement Chapter of the Agreement on Internal Trade, the New West Partnership Trade Agreement and the World Trade Organization Agreement on Government Procurement.• Acts as a facilitator/advisor for purchases outside of the Department's Mandate.• Educates departments on processes and formats of data required in 1GX Sourcing Requests, and on the use of the 1GX catalogue.• Assists departments in determining the best method to acquire goods (not cookie cutter solutions)
<p>4. Communicates with vendors, in accordance with policies and procedures, resulting in vendor awareness of the procurement process and departments' requirements being met.</p> <p>Activities:</p> <ul style="list-style-type: none">• Gathers information from vendors to determine product availability, reviews general terms and conditions and economic issues, and performs market analysis in support of government requirements.• Responds to inquiries from vendors and resolves problems/issues proactively with vendors in order that departments are not negatively impacted.• Debriefs unsuccessful vendors, and provides detailed explanation of errors, deficiencies, and counter terms to assist vendors in providing compliant quotes.• Provides information to vendors relative to the procurement process and electronic tendering system, and encourages vendors to participate in Government opportunities.• Conducts Vendor Information Sessions providing detailed information to vendors with respect to doing business with the GoA.
<p>5. Keep management apprised of issues that may be sensitive or escalated within the organization, in accordance with internal processes, so that management is aware of potential problems.</p> <p>Activities:</p> <ul style="list-style-type: none">• Escalates sensitive and problematic issues to the Procurement Manager in a timely fashion.• Anticipates problems and recommends solutions.• Identifies shortfalls with current systems (APC, 1GX), processes, policies, procedures, and terms and conditions and recommends solutions in an effort to enhance service to departments and protect the Crown.• Provides input on Briefing Notes and Action Requests.• Researches and provides written reports and / or financial analysis on products, issues, or commodities.

6. Performs other related duties and acts in the capacity of Procurement Manager, when required, in accordance with the Procurement Manager's authority.

Activities:

- Supervises and provides direction to staff.
- Performs Procurement Manager's day-to-day duties.
- Responds to Senior Management's requests in a timely fashion.

7. Supervises subordinate staff, if required, in accordance with the organizational structure.

Activities:

- Provides direction to staff (Purchasing Officers, Purchasing Assistants and Procurement Support personnel)
- Mentors Purchasing Officers as part of the Corporate Purchasing Section Mentoring Program to ensure they are fully informed of the policies, procedures and templates utilized by the Section, and reviews documents to ensure accuracy.
- Ensures staff workloads are being managed in a timely fashion.

SCOPE: List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

- Procures a wide range of commodities including acquisitions of a more complex and difficult nature, from asphalt to, aviation fuel, fleet vehicles, medical equipment, office supplies, specialized research equipment, uniforms, and wild fire retardant.
- This position is generally responsible for a larger number of more complex files than the Purchasing Officer.
- The Senior Purchasing Officer has a higher signing authority than the Purchasing Officer.
- Contracts can vary in size from a minimum of \$10,000 to over \$18,000,000, and generally involve more variety and complexity than contracts handled by the Purchasing Officer.
- Significant interaction with departments to understand their requirements, develop well defined solicitation documents and provide departments with information relative to the procurement process.
- Substantial interaction with vendors and manufacturers to obtain product information and clarification of responses, to provide vendors with information relative to the procurement process including debriefing of unsuccessful vendors in potentially adversarial situations, and to finalize contracts.
- Consults with internal entities such as Legal Counsel and Risk Management for guidance in ensuring the Crown's interests are protected and in the creation of RFQ terms and contract clauses.
- Interacts with external government entities to obtain information to assist with the procurement process.
- Provides information for applicable trade agreement and internal service level reporting.
- The Senior Purchasing Officer can be named as co-defendants in lawsuits against the GoA. In the event that proper procedures were followed, at the first court appearance, the GoA would normally ask that the Senior Purchasing Officer's name be removed from the suit. However, the facts in the specific situation could have an impact on their liability.

KNOWLEDGE, SKILLS & ABILITIES: Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

Depth of Knowledge in:

- Application of theoretical Procurement processes in a Public Sector environment
- Government regulations including:
 - Applicable Trade Agreements
 - Government Organization Act (Schedule 11)
 - Direct Purchase Regulation and associated Administrative Practices
- Basic Contract Law
- Internal Systems, Policies, Procedures, Directives and standard purchasing Terms and Conditions
- Category management
- Applicable Government and Department programs
- Professional Procurement Code of Conduct & Ethics
- Collective Bargaining Agreements with respect to Human Resources (when required to supervise staff)

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Skills and Abilities:

- Well developed written and verbal communication skills
- Strong facilitation/consulting/negotiation skills
- Well developed organizational skills
- Strong interpersonal skills
- Working knowledge of category management theories, principles and methodologies
- Ability to:
 - Adapt to changing environments
 - Maximize the use of available technology
 - Work in a team environment

Qualifications:

- High school diploma (Grade 12)
- Professional Purchasing/Materials Management Certification (Certification) from the Supply Chain Management Association (SMCA) or the National Institute of Governmental Purchasing (NIGP) or a demonstrated commitment to obtain Certification.
- 5 years directly related purchasing experience. (it is implied that it is minimum)

Or

- University degree in Business or related field
- Demonstrated commitment to obtain Certification.
- 2 years directly related purchasing experience

CONTACTS: Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

Internal

<ul style="list-style-type: none"> • Alberta Government Department Staff, Managers, Directors, and Executive Directors; Client Teams/Committees • GoA Agencies, Boards, and Commissions 	Multiple contacts daily via telephone, email, facsimile and in person	<ul style="list-style-type: none"> ▪ Assessment of Needs ▪ Exchange of Information relative to the procurement process ▪ Commitment to Approach ▪ Consensus on Evaluation of Responses ▪ Agreement on Strategy and Target Outcomes ▪ Problem Resolution ▪ Cost Effective Procurement
<ul style="list-style-type: none"> • Legal and Risk Management Advisors 	Multiple contacts daily or weekly via telephone, email, facsimile and in person	<ul style="list-style-type: none"> ▪ Problem Resolution ▪ Coordination of Outcomes ▪ Exchange of Information ▪ Assessment of Risk in situations arising from the procurement process
<ul style="list-style-type: none"> • Management 	Multiple contacts daily via email and in person	<ul style="list-style-type: none"> • Information Sharing Advisement • Problem Resolution

External

<ul style="list-style-type: none"> • Federal/Provincial/Municipal Governments 	Multiple contacts weekly via telephone, email, facsimile and in	<ul style="list-style-type: none"> ▪ Problem Resolution ▪ Coordination of Outcomes
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<ul style="list-style-type: none"> MASH sector Suppliers/Service Contractors Manufacturers 	<p>person</p> <p>Multiple contacts daily via telephone, email, facsimile and in person</p>	<ul style="list-style-type: none"> Information Seeking/Sharing Commitment to quality, delivery and price of Supplies/Services in accordance with contract <ul style="list-style-type: none"> Problem Resolution in regards to solicitation requirements Formal debriefings of supplier's evaluation results Exchange of Information with respect to GoA procurement policies and practices
<ul style="list-style-type: none"> Standards organizations (CSA, ASTM, ANSI, CGSB, NIJ) 	<p>Occasionally as required based on the product being procured</p>	<ul style="list-style-type: none"> Information gathering and clarification with respect to the standard

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

Provides direction, mentoring, and training of Purchasing Officers and Purchasing Assistants on an assigned basis.
Provides direction to Procurement Support personnel on specific purchases as required.

CHANGES SINCE LAST CLASSIFICATION REVIEW: Identify significant changes, that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide [Page 17](#)).

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.

Signatures

The signatures below indicate that the manager (incumbent) and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned (See PP [Slide 53](#)).